

**Antrim Township Industrial Pretreatment Program**  
**Standard Operating Procedure No. 5**  
**Compliance Sampling**  
**Issue Date June 2017**  
**Revision No. 0**

## **Scope**

This procedure describes how the Township conducts compliance sampling of IUs.

## **Overview**

The Township conducts annual compliance sampling of all IUs in coordination with the IU annual inspection. Township personnel collect all samples, and a contract laboratory completes all analyses.

## **Procedures**

### **Task 1: Sample Collection – Preparation**

#### **Steps**

- ☐ 1. Schedule sampling with IU approximately 2 weeks ahead of date.
- ☐ 2. Review IU permit for sampling parameters.
- ☐ 3. Order appropriate sampling bottles from contract laboratory and schedule sample pickup.
- ☐ 4. Clean/prepare field sampling equipment, including composite sampler.

### **Task 2: Sample Collection – Sampler Set-up**

#### **Steps**

- ☐ 1. Review sample location as documented in IU permit.
- ☐ 2. Upon arrival at IU facility, check in with facility contact.
- ☐ 3. Proceed to sample location – establish safety/traffic control if necessary.
- ☐ 4. Confirm that sampling location is representative. If Township staff feels sampling location is not representative, an alternative location should be determined. Township staff should contact Pretreatment Coordinator regarding alternate location and thoroughly document reasoning for alternative location.
- ☐ 5. Set up composite sampler and ice. Secure sample location.

### **Task 3: Sample Collection – Retrieval**

#### **Steps**

- ☐ 1. Return to IU facility after appropriate composite sampling interval as identified in IU permit (either 12 hours or 24 hours).
- ☐ 2. Upon arrival at IU facility, check in with facility contact.

- ☐ 3. Proceed to sample location – collect composite samples from sampler. Immediately place on ice.
- ☐ 4. Collect grab samples for appropriate parameters (refer to IU permit). Immediately place on ice.
- ☐ 5. Collect field pH and temperature within 15 minutes of sample collection.
- ☐ 6. Document sampling times, preservatives, field data, etc. as necessary on chain of custody form. Properly label sample bottles.
- ☐ 7. Return samples to WWTP to await pickup by contract laboratory. Properly document transfer of samples to laboratory on chain of custody form.

#### **Task 4: Sample Reporting**

##### **Steps**

- ☐ 1. Log sampling event in IU's Compliance Monitoring Report Log.
- ☐ 2. File copy of Chain of Custody in IU file.
- ☐ 3. Review laboratory results upon receipt.
- ☐ 4. If sample results reveal violation of permit limit, issue NOV and document NOV on Compliance Monitoring Report Log.
- ☐ 5. If sample results reveal violation of permit limit, issue NOV and document NOV on Compliance Monitoring Report Log.
- ☐ 6. Pretreatment Coordinator to schedule reminder for next annual compliance sampling on Outlook calendar. Reminder should be scheduled 11 months from most recent sampling date.